

**BID OPENING:** September 09, 2019

BIDS SHALL BE PUBLICLY OPENED AT 2:00 P.M., PREVAILING ATLANTA, GA TIME.

**ISSUE DATE:** August 30, 2019

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS, CALL (404) 605-9160, EXT. 32703 (CAREY JOSEPH). NO COLLECT CALLS.

### **SPECIFICATIONS**

U.S. Government Publishing Office (GPO)  
Atlanta Regional Office  
3715 Northside Parkway NW, Suite 4-305  
Atlanta, Georgia 30327

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised 8-02)).

**BIDDERS, PLEASE NOTE:** The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, and return "CONTRACTOR'S BID" section, pages 8 and 9.

**PREDOMINANT PRODUCTION FUNCTION:** The predominant production function for this procurement is the printing of the pamphlets and forms.

**PRODUCT:** Seven (7) Items. Consist of proofing, printing (pamphlets and forms), trimming, saddle stitch binding, board book binding, shrink-wrapping, and shipping to 1 destination (see "TITLE" for each individual Item).

**QUALITY LEVEL:** II Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 8-02)) applies.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility

by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

**QUANTITY:** Seven (7) Items (see "TITLE" for each Item below) + 50 QARC's of each Item

**TITLE:**

- **Item 1:** Saddle Stitched Pamphlet, "English Where is Bear? Children's Book" (175,000 copies)
- **Item 2:** Saddle Stitched Pamphlet, "Spanish Where is Bear? Children's Book" (100,000 copies)
- **Item 3:** Board Book, "English Baby's Busy Day" (75,000 copies)
- **Item 4:** Board Book, "Spanish Baby's Busy Day" (45,000 copies)
- **Item 5:** Form, "Milestone Tracker App Flyer" (1,500,000 copies)
- **Item 6:** Saddle Stitched Pamphlet, "English Milestone Moments" (300,000 copies)
- **Item 7:** Saddle Stitched Pamphlet, "Spanish Milestone Moments" (75,000 copies)

NOTE: Contractor Must Provide An Additional Rate For Each Item.

**TRIM SIZE:**

- **Item 1:** 9-1/2 x 8"
- **Item 2:** 9-1/2 x 8"
- **Item 3:** 5-5/8 x 5-5/8"
- **Item 4:** 5-5/8 x 5-5/8"
- **Item 5:** 8-1/2 x 5-1/2"
- **Item 6:** 5 x 7"
- **Item 7:** 5 x 7"

**PAGES:**

- **Item 1:** 20 Pages + Wrap-Around Cover
- **Item 2:** 20 Pages + Wrap-Around Cover
- **Item 3:** 22 Pages Self Cover
- **Item 4:** 22 Pages Self Cover
- **Item 5:** Face & Back
- **Item 6:** 44 Pages + Wrap-Around Cover
- **Item 7:** 44 Pages + Wrap-Around Cover

**DESCRIPTION:**

**- Items 1 and 2:**

Covers 1 & 4 print full bleed, full color matter via 4-color process inks. Covers 2 & 3 are blank. Flood coat Covers 1 & 4 with a clear, non-yellowing Gloss Aqueous coating.

Text prints full color matter via 4-color process with full bleeds on 16 pages, and no bleeds on 4 pages. Prints head to head.

**- Items 3 and 4:**

Self covers, spine and all pages print full color matter via 4-color process inks, with bleeds at head and foot of spine, and bleeds at head of page 1. Flood coat self covers, spine and all pages with a clear, non-yellowing Gloss UV coating. Prints head to head.

**- Item 5:**

Form prints full color matter via 4-color process inks on face and back with no bleeds. Prints head to head.

**- Items 6 and 7:**

Covers 1 thru 4 print full color matter via 4-color process inks, with full and/or uncommon bleeds on all dimensions. Some images print to and align across the bind. Flood coat covers 1 thru 4 with a clear, non-yellowing, Gloss Aqueous coating. Prints head to head.

Text prints full color matter via 4-color process inks, with full and/or uncommon bleeds on all dimensions. Some images print to and align across the bind. Prints head to head.

**NOTE:** All printed items must be printed via OFFSET printing at 200 minimum line screen. 4-color items must be run on a minimum 4-color press with one single pass. Quality Level 2 must be maintained. Digital printing, direct imaging (toner), and inkjet printing are not acceptable.

**GOVERNMENT TO FURNISH:**

- Electronic files will be uploaded to contractor provided FTP site upon award (see ELECTRONIC MEDIA below).

NOTE: GPO Imprint information does NOT print on any item for this procurement.

**ELECTRONIC MEDIA:**

- PLATFORM: Unknown
- SOFTWARE: PDF files provided for all items. Files may contain some low resolution images.
- COLOR: Identified as CMYK.
- FONTS: All fonts are embedded/embedded subset.
- OUTPUT: 200 minimum line screen for all CYMK, 2400+ DPI for the remainder.

**ADDITIONAL INFORMATION:**

- Contractor must have the ability to edit PDF files (when furnished by the Government).
- Contractor is not to request that electronic files provided be converted to a different format. If contractor wishes to convert files to a different format, the final output must be of the same or higher quality and at no additional cost to the Government.
- The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.
- Identification markings such as register marks, commercial identification marks of any kind, etc., except form number and revision date, carried in the electronic files, must not print on the finished product.
- Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file image processing must be reported to your contract administrator.
- The contractor shall create/alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.
- When PostScript Files are not furnished - prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.
- Upon completion of this order, the contractor must furnish final production native application files (digital deliverable) and one "press quality" PDF file with the furnished media. Storage media must be MAC/PC compatible. The digital deliverables must be an exact representation of the final product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

**STOCK:** The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated March 2011.

**- Items 1 & 2:**

Cover: JCP Code\* L12, White No. 2 Coated Cover, Gloss-Finish, Basis Size 20 X 26", Basis Weight 100lb.  
Text: JCP Code\* A262, White No. 2 Coated Text, Dull-Finish, Basis Size 25 X 38", Basis Weight 80lb.

**- Items 3 & 4:**

Cover and Text: White SBS Paperboard, 48-56pt finished page thickness.

**- Item 5:**

JCP Code\* A80, White Opacified Offset Book, Basis Size 25 X 38", Basis Weight 70lb.

**- Items 6 & 7:**

Cover: JCP Code\* L12, White No. 2 Coated Cover, Gloss-Finish, Basis Size 20 X 26", Basis Weight 100lb.

Text: JCP Code\* A80, White Opacified Offset Book, Basis Size 25 X 38", Basis Weight 70lb.

NOTE: The requirement for postconsumer fiber (as specified in the Government Paper Specification Standards No. 12) for this contract is waived. However, the addition of post-consumer fiber is encouraged provided that the requirements of this Standard are met. All other attributes remain the same.

**INK:** If lithographic ink is used in the performance of this contract, the ink shall contain not less than the following percentages of vegetable oil: (a) news ink, 40 percent; (b) sheet-fed and forms ink, 20 percent; and (c) heat-set ink, 10 percent. High quality color process printing on high-speed heat-set presses is excepted when slow drying time significantly increases production costs.

See "DESCRIPTION" for specific ink colors required for this procurement.

**MARGINS:**

See "DESCRIPTION".

**PROOFS:**

Contractor furnished proof approval letters will not be recognized for proof approval/disapproval. Only GPO generated proof letters will be recognized for proof approval/disapproval. Contractor must not print prior to receipt of an "OK to print".

Deliver the following proofs to the department on or before September 16, 2019. Contractor **MUST** return all Government furnished materials with the proofs. Contractor is responsible for all costs incurred in the delivery and pickup of proofs. All proofs will be withheld not longer than 3 workday(s) from date of receipt by the Government\*\* to date proofs are **MADE AVAILABLE FOR PICKUP** by the contractor. It is the responsibility of the CONTRACTOR to make the necessary pickup arrangements when notified that the reviewed proofs are available.

An overnight delivery carrier (i.e. UPS or Fed Ex) **MUST** to be used, contractor **MUST** include a fully completed return airbill (prepaid by the contractor) with the delivered proofs.

**\*\*NOTE:** The date of receipt by the Government is **NOT** considered the first workday.

(\*) **CONSTRUCTION PROOF:** One unprinted construction proof of Item 3 or 4 (only one needed since both are same size, on actual stock, printing not required).

(\*) **CONTENT PROOF:** One complete digital color **CONTENT** proof for Each Item created using the same Raster Image Processor (RIP) that will be used to produce the final printed product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back (where applicable), trimmed and folded (where applicable) to the finished size/format of the final product.

(\*) **G7 INKJET PROOF:** One set of inkjet proofs that are G7 profiled and use pigment-based inks may be submitted in lieu of digital one-piece composite laminated halftone proofs. A proofing RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology, and meets or exceeds industry tolerance to ISO 12647-7 standard for Graphic Technology (as of 2016 and future amendments) must be utilized. Proofs must be ripped and sent at plate resolution (minimum of 2400 x 2400 dpi). If using a 1 bit tiff, the tiff must be made at a minimum of 2400 dpi. Output must be a minimum of 2400 x 1200 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain *both* of the following to be evaluated for accuracy: 3-tier color control strip: IDEAlliance ISO 12647-7 2013(i1), and the GPO Resolution target found

[www.gpo.gov/gporestarget.pdf](http://www.gpo.gov/gporestarget.pdf). NOTE: If a contractor chooses this proof option, prior evaluation and approval of this proofing method must be provided by GPO, Quality Control for Published Products, to ensure that the final product will be produced in accordance with contract specifications. See instructions at:

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for->

[vendors/qlsamples6f200c30b44a64308413ff00001d133d.pdf](#). Failure to obtain this evaluation and approval may be cause for the job to be rejected should the final product not match the proofs for color.

Proofs must contain color control bars (such as Brunner, GATF, GRETAG, or RIT) for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers and must show areas consisting of minimum 1/8 x 1/8" solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet.

The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements, be in press configuration, and indicate margins. Proofs will be used for color match on press. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

**BINDING:**

- **Items 1 & 2:** Saddle Stitch in 2 places on the 8" side. Trim 3 sides. Paper Covers wrap-around, stitch on, trim flush, grain must run parallel to spine, score on folds to prevent cracking.

- **Items 3 & 4:** Board Book Bind. Round corners at face.

- **Item 5:** Trim 4 sides.

- **Items 6 & 7:** Saddle Stitch in 2 places on the 7" side. Trim 3 sides. Paper Covers wrap-around, stitch on, trim flush, grain must run parallel to spine, score on folds to prevent cracking.

**PACKING:**

Keep each item separate and identify.

- **Item 1:** Pack suitable per shipping container. Label all boxes with Stock Number 300073.

- **Item 2:** Pack suitable per shipping container. Label all boxes with Stock Number 300075.

- **Item 3:** Pack suitable per shipping container. Label all boxes with Stock Number 300719.

- **Item 4:** Pack suitable per shipping container. Label all boxes with Stock Number 300721.

- **Item 5:** Shrink wrap in 100's. Pack suitable per shipping container. Label all boxes with Stock Number 300257.

- **Item 6:** Pack suitable per shipping container. Label all boxes with Stock Number 300244.

- **Item 7:** Pack suitable per shipping container. Label all boxes with Stock Number 300245.

NOTE: ALL SHIPMENTS to Altoona, PA warehouse MUST be packed in UNIFORM quantities per carton. Mark boxes with title, contents, quantity and the appropriate stock number. Cartons will be weighed upon arrival and must contain EXACT quantity, as labeled, or shipment will be refused at contractor's expense. Contractor MUST provide a shipping/packing slip for the shipment.

NOTE: All shipping cartons require a carton label. Noncompliance with the labeling and marking specifications on this order may be cause for the Government to reject the shipment at destination and return it to the contractor at his/her expense. The Government may, at its option, relabel and/or remark in accordance with the specifications and charge all costs to the contractor. There will be a minimum charge of \$50.00 per order (per Jacket) for all labeling and marking corrections that are made by the Government due to the contractor's failure to label/mark all cartons per specifications and Contract Terms.

**SCHEDULE:**

Furnished material will be available for pickup on **September 10, 2019**.

Deliver proofs on or before **September 16, 2019**.

F.O.B. Destination: Deliver all copies on/before **October 18, 2019**.

**DISTRIBUTION:**

Deliver proofs to: CDC, Attn: Chris Ridgeway (404-639-4282), Clifton Road Campus Deliveries, Transshipping Facility, 1600 Clifton Road, Building 19-Basement, Room B111 Or B112, M/S H19-B, Atlanta, GA 30329.

Deliver ALL Agency copies to: NPC Publication Distribution Center, ATTN: Michael Bingham – Logistics Manager (866-377-8225), 700 North Third Avenue, Altoona, PA 16601. Call at least 48 hours in advance to schedule all freight deliveries between the hours of 8:00AM and 3:00PM, Monday through Friday.

**\*\* Contractor is to stagger delivery, no more than 4 trucks per day, consisting of 20-22 pallets per truck \*\***

NOTE: ALL shipments delivering to ALTOONA, PA 16601 require the following:

1. Each package must be labeled with the following information:
  - a. Publication (stock) number
  - b. Quantity per carton
  - c. Title
  - d. Return address of contractor
  - e. Purchase order number and/or jacket number
2. Shipment must contain a packing slip with the following information
  - a. Publication (stock) number
  - b. Total number of pieces shipped for each item
  - c. Total number of cartons shipped for each item
  - d. Contractor information and point of contact
  - e. Purchase order number and/or jacket number
3. Individual carton weight cannot exceed 45 pounds.
4. Materials delivered on pallets cannot exceed the height of 54 inches.
5. Materials delivered on pallets must have a bill of lading.

The exact count is required for IB & 2B. Cartons will be weighed and counted upon arrival. If ANY of the requirements above are not fulfilled, the shipment may be refused upon delivery at the contractor's expense!

NOTE: Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to Chris Ridgeway (fxy9@cdc.gov). The subject line of this message shall be "Distribution Notice for Jacket 624-987, Requisition No: 9-00050". The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

**QUALITY ASSURANCE RANDOM COPIES (50 of each item):** The contractor will be required to complete a "Certificate of Selection" furnished by GPO certifying that the copies were selected as directed. Business Reply Mail labels will be furnished for mailing the QARC copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the Purchase Order must be furnished along with the QARC's and Certificate of Selection. A U.S. Postal Service approved Certificate of Mailing, identified by Jacket, must be furnished with billing as evidence of mailing.

**QUALITY ASSURANCE THROUGH ATTRIBUTES:** The bidder agrees that any contract resulting from bidder's offer under these specifications shall be subject to the terms and conditions of GPO Pub. 310.1 "Quality Assurance Through Attributes – Contract Terms" in effect on the date of issuance of the invitation for bid. GPO Pub 310.1 is available without charge from: U.S. Government Publishing Office, Atlanta Regional Office, 3715 Northside Parkway, NW, Suite 4-305, Atlanta, Georgia 30327.

**LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

**Product Quality Levels:**

- (a) Printing (page related) Attributes – Level 2
- (b) Finishing (item related) Attributes – Level 2

**Inspection Levels (from ANSI/ASQC Z1.4):**

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

**Specified Standards:** The specified standards for the attributes requiring them shall be:

ATTRIBUTE	SPECIFIED STANDARD	ALTERNATE STANDARD*
P-7. Type Quality and Uniformity	Approved Proofs	File Setup
P-10. Process Color Match	Approved Proofs	File Setup

\*In the event that the Specified Standard is waived, the Alternate Standard will serve as its replacement.

**OFFERS:** Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications. In addition, a price must be submitted for each additional hundred or thousand copies. The price of the additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges and will NOT be a factor for determination of award.

**BID SUBMISSION:** Submit bid to: U.S. Government Publishing Office (GPO), Atlanta Regional Office, 3715 Northside Parkway NW, Suite 4-305, Atlanta, GA 30327. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Atlanta Regional Office Fax No. (404) 605-9185 or (404) 605-9186. The Jacket number must be specified with the bid. Refer to Facsimile Bids in Solicitations Provisions of GPO Contract Terms, GPO Publication 310.2, as revised January 2018.

Note: The GPO 910 “BID” Form is no longer required. Bidders are to fill out, sign/initial, and return pages 8 and 9.

**PAYMENT:** Submitting invoices for payment via the GPO fax gateway utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

**CONTRACTOR NAME:** \_\_\_\_\_**SHIPMENT(S):** Shipments will be made from: City \_\_\_\_\_, State \_\_\_\_\_

The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor's city is specified. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block, and the bid will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, the contractor will be responsible for any additional shipping costs incurred.

**Contractor's Bid:** \_\_\_\_\_**Additional rates per M\_\_\_ C\_\_\_ E\_\_\_:**

- Item 1: \_\_\_\_\_

- Item 2: \_\_\_\_\_

- Item 3: \_\_\_\_\_

- Item 4: \_\_\_\_\_

- Item 5: \_\_\_\_\_

- Item 6: \_\_\_\_\_

- Item 7: \_\_\_\_\_

\_\_\_\_\_  
(Contractor's Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)



**DISCOUNTS:** Discounts are offered for payment as follows: \_\_\_\_\_ Percent, \_\_\_\_\_ calendar days. See Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Publication 310.2).

**BID ACCEPTANCE PERIOD:** In compliance with the above, the undersigned agree, if this bid is accepted within \_\_\_\_\_ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated points(s), in exact accordance with specifications.

NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.

**AMENDMENT(S):** Bidder hereby acknowledges amendment(s) number(ed) \_\_\_\_\_

**BIDDER'S NAME AND SIGNATURE:** Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms - Publication 310.2. When responding by fax or mail, fill out and return one copy of all pages of "CONTRACTOR'S BID" section including initialing/signing where indicated.

Failure to sign the signature block below may result in the bid being declared non-responsive.

Bidder \_\_\_\_\_  
(Contractor Name) (GPO Contractor's Code)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City – State – Zip Code)

By \_\_\_\_\_  
(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) (Date)

\_\_\_\_\_  
(Person to be Contacted)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(Email)

\*\*\*\*\*

THIS SECTION FOR GPO USE ONLY

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_ Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials) (Initials)

\*\*\*\*\*

\_\_\_\_\_  
(Contractor's Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)